



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200



May 18, 2010

Vicki Doolittle
Executive Director
Su Casa – Ending Domestic Violence
3840 Woodruff Avenue
Long Beach, CA 90808

SUBJECT: Performance Assessment Report
GRANT #: DV09068537 & DR09018537
RECIPIENT NAME: Su Casa – Ending Domestic Violence

Dear Ms. Doolittle:

Thank you again for your time on May 12th and 13th, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

Section A, Administrative Review, Question #2 - Fidelity Bond:

Finding: The project has a Fidelity Bond on file which is missing the Grant Award Number as well as Forgery Coverage, Form B.

Citation: Recipient Handbook, Fidelity Bond, Section 2161.2, requires recipients to ensure that the fidelity bond obtained must include Form A, Employee Dishonesty, and Form B, Forgery Coverage. The Fidelity Bond must provide blanket coverage of all employees; a scheduled bond is unacceptable. In addition, Recipient Handbook, Fidelity Bond, Section 2161.4, Beneficiary/Certificate Holder states that the certificate holder or first loss payee must be the "State of California, California Emergency Management Agency" and that the grant award numbers for each grant covered must be included.

Corrective Action: See Recipient Handbook, Section 2161.5, Certificate of Insurance, for the components that must be included in the certificate. Documentation from your insurance

carrier that verifies that the grant recipient (i.e. you) is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by (**June 17, 2010 or sooner**).

EEO Checklist – B, Question #10, Limited English Proficiency (LEP)

Finding: The project could not demonstrate that they have taken reasonable steps to ensure meaningful access to their programs, services, and information on the services the recipient provides, free of charge at the time of the site visit. Additionally they could not demonstrate that they have established and implemented policies and procedures for language assistance services that provide LEP persons with meaningful access, i.e. oral interpretation services, bilingual staff, telephone interpreter lines, written language services, community volunteers, etc at the time of the site visit.

Citation: All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please review and sign the cover page and return a copy of the cover page to me by **Tuesday, June 1st, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9222 or Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Enclosures

c: Cal EMA R&R Logistics
Lisa Abila, EEO Compliance Officer, Cal EMA